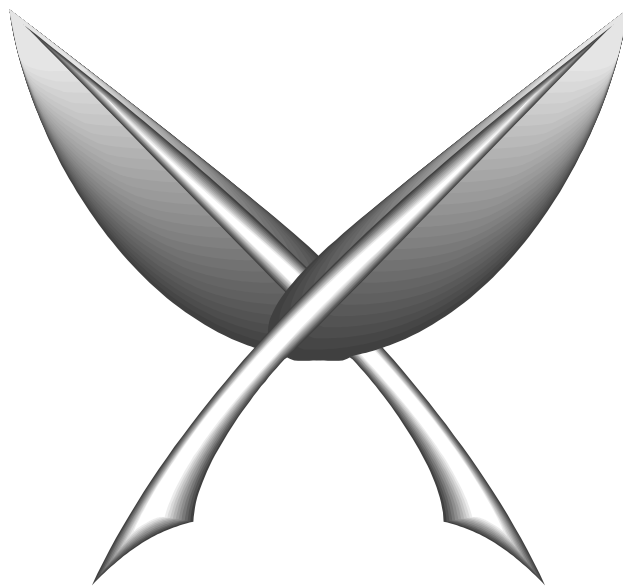


U. S. Department  
of Transportation

United States  
Coast Guard

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# Yeoman First Class Performance Qualifications Guidance Handbook



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# PERFORMANCE QUALIFICATION GUIDANCE HANDBOOK

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REVISION DATE:

**QUESTIONS ABOUT THIS TEXT SHOULD BE  
ADDRESSED TO THE SUBJECT MATTER SPECIALIST  
FOR THE YEOMAN RATING.**

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## Notice to students

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### Purpose

This training manual is to assist you in the completion of your YN1 performance qualifications listed in the Enlisted Qualifications Manual, COMDTINST M1414.8 (Series). You should remember that this handbook is a guide toward the completion of the performance qualifications. Complete professional development is YOUR responsibility.

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### Training Material Only

This text is for **TRAINING PURPOSES ONLY**. It is **NOT** to be used in the place of official directives or other publications.

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### Completion of Qualls Test COQT

Upon completion of your Performance Qualifications you will need to pass a Completion of Qualifications Test (COQT). **The COQT questions will follow a multiple-choice format, which will test you on the basic points of knowledge covered in this handbook.** You must receive a score of 80 percent on the COQT to successfully complete the course.

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### Required completion dates

In addition to the time in paygrade requirement, you are required to complete your performance qualifications and pass the EOQT no later than the dates indicated below in order to qualify for participation in the Service Wide Exam:

#### Service Wide Exam Completion

#### Qualls/Test

**MAY**  
**OCT (Reserve)**  
**NOV**

**1 February**  
**30 June**  
**1 August**

Refer to Chapter 5.C of the Personnel Manual for further clarification or additional requirements.

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# Performance Qualifications Check Lists

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## Introduction

To compete in the Service Wide Exam (SWE) you must have the required Performance Qualifications (quals) signed off by your supervisor **and then** pass the Completion of Qualifications Test (COQT). This handbook will assist you and your supervisor to ensure that you have a common understanding of each qual's intent. The Performance Qualification checklist is designed to ensure universal proficiency in each qual. In other words, all YN's are doing the same work and have the same basic knowledge/skill in order to get each qual signed. The checklists are a break down of each element of an individual performance qualification. These checklists may seem extensive, but should significantly improve your understanding of each qual. Having a better understanding of each qual will prepare you for the COQT and SWE.

Answers are not provided in this handbook due to the fluid nature of the human resources field. The policies and instructions, which govern the "hows and whys" of the personnel system, are constantly changed and updated. A more traditional course with questions and feedback would be outdated all to soon. This course is meant to assist you and your supervisor with the completion of your yeoman performance qualifications. The absence of content requires the use of references and ensures each member is studying current policies and procedures.

Many of the Performance Qualifications require you to "Counsel" a member on policies, entitlements, and procedures. In order to provide counseling you must first have a good understanding on the topic. Even though we now have applications that to some extent automatically produce the end result, the need to understand the underlying purposes and procedures are necessary to be able to counsel the member.

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## Using this handbook

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### **YNSMS Web site**

This handbook is available through the Internet from the YNSMS web site. When viewing the electronic version of this handbook any word or words you see in color indicate a "hyper-link". If you see YNSMS in color and you are viewing it while online, you can click on YNSMS to access the Yeoman Subject Matter Specialist web site where additional guidance, online references, and various practice scenarios are available for downloading. Many of the references listed are also available online and for your convenience have been "hyper-linked" throughout this handout.

For those viewing this handbook in hardcopy form the web address is:

<http://www.uscg.mil/hq/tcpet/tpf/ynsms/ynsms.htm> .

The online resources listed in the handbook can also be accessed directly from the YNSMS web site.

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### **References**

The references listed in the handbook are current as of the day of development. The location of subject matter may change. An instruction can be added to a manual, a subject can move locations within a directive or move from one manual to another, and a new directive can combine or cancel preexisting ones. Staying current with changes is important in properly performing your everyday duties. Please make any pen and ink changes necessary to the references in this handbook.

Frequently review the YNSMS web site for any posted changes. If you become aware of any change that is not posted on the web site, please call or e-mail the YNSMS.

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## Using this handbook (Continued)

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**Performing the qual** Some performance qualifications require just that - "performance". When a skill is required to be performed in order to meet the requirements of a qual you must obtain the necessary scenario(s) whether "real" or "practice", from your supervisor. This handbook was developed to aid you and your supervisor not to hinder the supervisor's mentoring or teaching. As an assist to you and your supervisor, optional handouts/practice scenarios are available from the YNSMS web site.

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**Member's Narrative** This section allows you to demonstrate your understanding of a qual by writing down the correct response. Write clearly. Your supervisor needs to understand your narrative in order to sign-off your performance qualifications and you need to understand your narrative to study for the COQT. If you downloaded the electronic version of this handbook from the internet you have the option of typing your narrative directly on to the page.

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**Supervisor's Comments** As stated earlier, some performance qualifications require you to demonstrate your skill at performing a task. The "Supervisor's Comments/Direction" block is used for your supervisor to write comments or give you information/directions on what is expected of you to complete the indicated performance.

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**Additional Notes** Some questions may require lengthier narratives than others. If you need more room than is provided you may write in the margins. Also, at the end of each element of a performance qualification an additional page for notes has been added.

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## Using this handbook (Continued)

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### **Open Book Test**

The YN1 EOQT is an open book test. The only material you may use during the test is this handbook. Your name must be on the cover and shown to the test proctor upon entering the testing area. No other reference material will be allowed during the testing process.

---

### **Performance Qualification Sign Off**

When you have completed all portions of a qual, have your supervisor complete the appropriate sections of your Record of Performance Qualifications (CG-3303C-23), provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and routed through proper administrative channels prior to the completion cut-off dates (see page iv) to ensure eligibility for the Service Wide Exam. This statement will be repeated to you upon completion of each element of a performance qualification.

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## Humanitarian Assignment A.6.01-A

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**Performance  
Qualification**

Counsel members on eligibility entitlement and procedures to assist in the preparation of a request for humanitarian assignment.

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**References**

[CG Personnel Manual, COMDTINST M1000.6 \(Series\) 4.B](#)

Knowledge/Skill	Member's Narrative
What is the criteria for an humanitarian assignment?	
What paperwork must be submitted to request an humanitarian assignment?	
Define the duration of TAD humanitarian assignment and PCS humanitarian assignment	
What are the requirements for requesting an extension of an humanitarian assignment?	

## Humanitarian Assignment A.6.01-A

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Knowledge/Skill	Member's Narrative
What are the restrictions on humanitarian assignment?	
What are the requirements to report completion of an humanitarian assignment?	

## **Additional Notes Page**

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## Humanitarian Assignment A.6.01-A

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**Section completion verification** Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

**Performance Qualification Sign Off** Once you've completed the entire A.6.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

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## Retirement A.6.02-A

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**Performance Qualification**

Counsel members on eligibility entitlement and procedures associated with Retirement.

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**References**

[CG Personnel Manual, COMDTINST M1000.6 \(Series\) 12.C](#)  
[Personnel and Pay Procedures Manual, HRSICINST M1000.2 \(Series\)](#)

Knowledge/Skill	Member's Narrative
Explain the Retirement Ceremony.	
Explain the difference between the Enlisted and Officer retirements.	
What is the policy for canceling retirement orders?	
Explain Retire in lieu of orders (RILO).	

## Retirement A.6.02-A (Continued)

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Knowledge/Skill	Member's Narrative
Who will determine at what pay grade a member will retire?	
What is the policy concerning processing point for retirement?	
Explain the purpose of the Survivor Benefit Plan and Reserve Component Survivor Benefit Plan?	
Explain the procedure for determining the cost of Survivor Benefit Plan?	
Explain the procedure for determining the annuity of the Survivor Benefit Plan?	

## Additional Notes Page

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## Retirement A.6.02-A (Continued)

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**Section completion verification** Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

**Performance Qualification Sign Off** Once you've completed the entire A.6.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

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## Discharge A.6.02-B

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**Performance  
Qualification**

Counsel members on policies and procedures associated with Discharges.

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**References**

[CG Personnel Manual, COMDTINST M1000.6\(Series\)](#)  
[Personnel and Pay Procedures Manual, HRSICINST M1000.2\(Series\)](#)

Knowledge/Skill	Member's Narrative
Explain the types of Officer discharges.	
Who is the discharge authority for Officers?	
Explain resignation policy for Officers.	
Explain discharge policy concerning Reserve Officers.	

## Discharge A.6.02-B (Continued)

---

Knowledge/Skill	Member's Narrative
Explain the policy of determining the retention or separation of enlisted personnel.	
Explain the types of discharges for enlisted personnel.	
What are the formal reasons for discharges?	
Explain the reenlistment codes.	
Explain the early separation procedures for enlisted personnel.	

## Discharge A.6.02-B (Continued)

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Knowledge/Skill	Member's Narrative
Explain processing for unsatisfactory performers.	
Explain the policy for personnel aboard "Cutters at Sea"	
Identify the six causes for a discharge for unsuitability	
Explain what documents are required for every case of unsuitability.	
Explain policy for Convenience of the Government discharge.	

## **Additional Notes Page**

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## Discharge A.6.02-B (Continued)

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**Section completion verification** Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

**Performance Qualification Sign Off** Once you've completed the entire A.6.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

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## Released from Active Duty (RELAD) A.6.02-C

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**Performance  
Qualification**

Counsel members on policies and procedures associated with Released from Active Duty.

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**References**

[CG Personnel Manual, COMDTINST M1000.6\(Series\)](#)  
[Personnel and Pay Procedures Manual, HRSICINST M1000.2\(Series\)](#)

Knowledge/Skill	Member's Narrative
Explain releasing of Reserve officers to Inactive duty.	
Explain the early release procedures for enlisted members on active duty with a reserve obligation.	
Where would you find a checklist for RELAD? Explain the steps of the checklist.	

## **Additional Notes Page**

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## Released from Active Duty (RELAD) A.6.02-C (Continued)

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**Section completion verification** Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

**Performance Qualification Sign Off** Once you've completed the entire A.6.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

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## Remission of Indebtedness A.6.03.A

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**Performance Qualification**

Counsel and assist member in preparing request for remission of indebtedness.

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**References**

[CG Pay Manual, COMDTINST M7220.29 \(Series\)](#)  
[Personnel and Pay Procedures Manual, HRSICINST M1000.2 \(Series\)](#)

Knowledge/Skill	Member's Narrative
Define remission of indebtedness?	
What are the qualifications to submit an remission?	
Describe how to and to whom an remission is submitted.	

## **Additional Notes Page**

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## Remission of Indebtedness A.6.03.A (Continued)

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**Section completion verification** Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

**Performance Qualification Sign Off** Once you've completed the entire A.6.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

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## Waiver of Indebtedness A.6.03.B

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<b>Performance Qualification</b>	Counsel and assist members in preparing a request for a waiver of indebtedness.
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<b>References</b>	<a href="#">CG Pay Manual, COMDTINST M 7220.79 (Series)</a> <a href="#">Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</a>
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Knowledge/Skill	Member's Narrative
Define waiver of indebtedness.	
What are the requirements to submit an waiver of indebtedness.	
Describe how to submit a waiver of indebtedness.	

## **Additional Notes Page**

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## Waiver of Indebtedness A.6.03.B (Continued)

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**Section completion verification** Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

**Performance Qualification Sign Off** Once you've completed the entire A.6.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

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## Aviation Career Incentive Pay A.6.04-A

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**Performance Qualification**

Counsel members on eligibility, entitlements and procedures for Aviation Career Incentive Pay..

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**References**

[CG Personnel Manual, COMDTINST M1000.6 \(Series\)](#)

[Personnel and Pay Procedures Manual, HRSICINST M1000.2 \(Series\)](#)

[CG Pay Manual, COMDTINST 7220.29 \(Series\)](#)

Knowledge/Skill	Member's Narrative
Explain the entitlements to ACIP.	
How are flight surgeons or others medical officers effected?	
Explain the flights requirements for ACIP.	
Explain the three calendar month “Grace Period”.	



## Additional Notes Page

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## Aviation Career Incentive Pay A.6.04-A (Continued)

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**Section completion verification** Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

**Performance Qualification Sign Off** Once you've completed the entire A.6.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

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## Hazardous Duty Incentive Pay A.6.04-B

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**Performance Qualification**

Counsel members on eligibility, entitlements and procedures for the following pay entitlements..

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**References**

[Personnel and Pay Procedures Manual, HRSICINST M1000.2 \(Series\)](#)  
[CG Pay Manual, COMDTINST 7220.29 \(Series\)](#)

Knowledge/Skill	Member's Narrative
Explain the eligibility requirements to receive HDIP.	
Explain the difference between Permanent Flight and Temporary Flights.	
Explain the effect of suspensions of Flight Orders on flying pay.	

## **Additional Notes Page**

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## Hazardous Duty Incentive Pay A.6.04-B (Continued)

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**Section completion verification** Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

**Performance Qualification Sign Off** Once you've completed the entire A.6.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

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## Flight Deck Hazardous Duty Incentive Pay A.6.04-C

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<b>Performance Qualification</b>	Counsel members on eligibility, entitlements and procedures for receiving Flight Deck Hazardous Duty Incentive Pay..
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<b>References</b>	<a href="#">Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</a> <a href="#">CG Pay Manual, COMDTINST 7220.29 (Series)</a>
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Knowledge/Skill	Member's Narrative
Explain the qualifications to be entitled to receive Flight Deck Hazardous Incentive Pay.	
Identify the personnel who are eligible to receive FDHDIP,	
What is the amount of pay for FDHDIP?	

## Additional Notes Page

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## Flight Deck Hazardous Duty Incentive Pay A.6.04-C (Continued)

### Section completion verification

Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

### Performance Qualification Sign Off

Once you've completed the entire A.6.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.



## Career Status Bonus A.6.05

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### Performance Qualification

Counsel members on entitlement, recoupment, and election procedures for the Career Status Bonuses (CSB).

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### References

[ALCOAST 190/01](#)  
[CG Personnel Manual, COMDTINST M1000.6\(Series\)](#)  
[CG Pay Manual, COMDTINST M7220.29 \(Series\)](#)  
[Personnel and Pay Procedures Manual, HRSICINST M1000.2 \(Series\)](#)

Knowledge/Skill	Member's Narrative
Briefly describe the Career Status Bonus Program.	
What two things must a member agree to do in order to receive CSB?	
Explain the conditions a member must meet on their 15 <sup>th</sup> anniversary.	
What paperwork must be completed in association with the CSB?	

## Additional Notes Page

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## Career Status Bonus A.6.05, continued

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**Section completion verification** Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

**Performance Qualification Sign Off** Once you've completed the entire A.6.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

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## Storage Entitlements B.6.01-A

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**Performance  
Qualification**

Counsel members on policies and procedures associated with the storage of Household Goods.

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**References**

[Joint Federal Travel Regulations \(JFTR\)](#)  
CG Supplement to the JFTR COMDTINST M4600.17  
(Series)  
Personnel Property Transportation Manual,  
COMDTINST M4050.6

Knowledge/Skill	Member's Narrative
Explain the policies and procedures for non-temporary storage for all circumstances. (i.e. relad, discharge, retirement, transfers)	
Explain the policy and procedures for storage in transit.	

## Additional Notes Page

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## Storage Entitlements B.6.01-A (Continued)

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**Section completion verification** Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

**Performance Qualification Sign Off** Once you've completed the entire A.6.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

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## Self-Procured Method of Transportation B.6.01-B

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**Performance  
Qualification**

Counsel member on policies and procedures for obtaining Self-Procured Method of Transportation.

---

**References**

[JFTR Chap 5, U5320-D](#)

Personnel Property Transportation Manual,  
COMDTINST M4050.6

Knowledge/Skill	Member's Narrative
Explain the policy and procedures for using self-procured method of transportation.	

## Additional Notes Page

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## Self-Procured Method of Transportation B.6.01-B (Continued)

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### Section completion verification

Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

### Performance Qualification Sign Off

Once you've completed the entire A.6.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

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## Shipment of privately owned vehicle (POV) B.6.01-C

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### Performance Qualification

Counsel member on policies and procedures for the Shipment of privately owned vehicle.

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### References

[JFTR Chap 5 Part B U5400](#)

Personnel Property Transportation Manual  
COMDTINST M4050.6, Chapter 11

Knowledge/Skill	Member's Narrative
Explain the policies and procedures for shipment of POV in conjunction with a PCS transfer or separation from service whether inonus or outonus.	
Explain the policy and procedure for storage of POV.	

## **Additional Notes Page**

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**Shipment of privately owned vehicle (POV) B.6.01-C**  
**(Continued)**

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**Additional Guidance**                      Ensure you have the proper substantiating documents when validating eligibility or forwarding for approval to HRSIC.

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**Section completion verification**      Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Unit

**Performance Qualification Sign Off**                      Once you've completed the entire A.6.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

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## Unaccompanied baggage B.6.01-D

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**Performance  
Qualification**

Counsel member on policies and procedures for Unaccompanied Baggage.

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**References**

[JFTR Chap 5 U5012-D, U5320-E](#)

Personnel Property Transportation Manual Chap 1 & 2

Knowledge/Skill	Member's Narrative
Explain the policy and procedures for unaccompanied baggage	

## Additional Notes Page

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# Unaccompanied baggage B.6.01-D (Continued)

**Section completion verification** Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

**Performance Qualification Sign Off** Once you've completed the entire A.6.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

## Household Goods (HHG) B.6.01-E

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**Performance  
Qualification**

Counsel member on policies and procedures for handling Household Goods (HHG).

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**References**

[JFTR Chap 5 Part D U5300](#)

Personnel Property Transportation Manual

Knowledge/Skill	Member's Narrative
Explain the policy and procedures for handling household goods for transfer of personnel.(i.e. PCS or separation)	



## **Additional Notes Page**

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## Household Goods (HHG) B.6.01-E (Continued)

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**Section completion verification** Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

**Performance Qualification Sign Off** Once you've completed the entire A.6.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

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## Summary

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**Closing Statement** Once you have finished all elements in this handbook, insure that all appropriate areas of the Record of Performance Qualifications (CG-3303C-23) are completed. Upon completion of the Record of Performance Qualifications (CG-3303C-23) it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

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**Completion of Qualls Test COQT** **Make sure that your name is on the cover.** Retain this handbook and use it as a study guide. You will be allowed to bring this handbook to your COQT. **The COQT questions will follow a multiple-choice format, which will test you on the basic points of knowledge covered in this handbook.** You must receive a score of 80 percent on the COQT in order to be eligible for participation in the Service Wide Exam.

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## Comment Form

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<b>Purpose</b>	This form is designed to allow you a way to help improve this handbook. Please pass on your comments to the YNSMS either by mailing this form, e-mail, or a phone call. With your help we can better align the field's needs with available training.
<b>Spelling Errors</b>	List any spelling errors/omissions by section letter and page number (i.e. A-3)
<b>Unclear Material</b>	Were there any areas of this handbook that were confusing and/or hard to understand? If so, please list the page number(s) and topic. Tell us what made it hard to understand along with any suggestions for improvement.

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DEPARTMENT OF  
TRANSPORTATION  
U.S. COAST GUARD  
CG-3303C-23 (Rev. 05-01)

## RECORD OF PERFORMANCE QUALIFICATIONS YN

### INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual (COMDTINST M1414.8, series). As proficiency in each performance qualification is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new qualifications assigned to their rating. Qualifications previously demonstrated, dated and initialed off will not be recertified.

<b>RATING</b>	<b>ABBREVIATION</b>
YEOMAN (Effective for the NOV 2002 SWE).	YN
<b>DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL</b>	
E-4	E-5
E-6	
E-7	E-8
E-9	
<b>NAME</b> <i>(Last, First, Middle Initial)</i>	<b>SOCIAL SECURITY NUMBER</b>

[illegible]

RATING: Yeoman (YN)	INIT	DATE
<p><b>PERFORMANCE QUALIFICATIONS FOR ADVANCEMENT</b></p> <p><b>A. Pay and Personnel</b></p> <p>4.01 <b>Counsel</b> members on policies and procedures associated with the following:</p> <ul style="list-style-type: none"> <li>A. Leave</li> <li>B. Bonds and Allotments</li> <li>C. Payment Option Election (POE)</li> <li>D. Family Member Dental Plan (Active/Reserve)</li> <li>E. Emergency Data</li> <li>F. Servicemember's Group Life Insurance Election</li> </ul> <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)  CG Pay Manual, COMDTINST M7220.29 (Series)  Joint Federal Travel Regulations (JFTR)  CG Supplement to the JFTR, COMDTINST M4600.17 (Series)  CG Personnel Manual COMDTINST M1000.6 (Series)</p> <p>4.02 <b>Maintain</b> the Military Personnel Data Record (PDR)</p> <p>In accordance with:</p> <p>Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (Series)</p> <p>4.03 <b>Calculate</b> the following:</p> <ul style="list-style-type: none"> <li>A. Creditable Service</li> <li>B. Active Duty Base Date</li> <li>C. Pay Base Date</li> <li>D. Expiration of Enlistment</li> <li>E. Date of Rank</li> <li>F. Leave loss</li> <li>G. Leave balance</li> <li>H. Sea time</li> </ul> <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)  CG Personnel Manual, COMDTINST M1000.6 (Series)  CG Pay Manual, COMDTINST M7220.29 (Series)</p>		
<b>NAME</b> (Last, First, Middle Initial)	<b>SOCIAL SECURITY NO.</b>	

RATING: Yeoman (YN)	INIT	DATE
<p>4.04 <b>Counsel</b> members on policies and procedures associated with the following Expiration of Enlistment options:</p> <ul style="list-style-type: none"> <li>A. Extension of Enlistment</li> <li>B. Reextension of Enlistment</li> <li>C. Reenlistment</li> <li>D. Retention</li> </ul> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p> <p>4.05 Using the Leave and Earnings Statement (LES), <b>determine</b> the cause of Pay and Allowance variations and counsel member:</p> <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Pay Manual, COMDTINST M7220.29 (Series) Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (Series)</p> <p>4.06 <b>Maintain</b> the integrity and security of personnel data stored in electronic or paper form from unauthorized release or disclosure:</p> <p>In accordance with:</p> <p>Military Personnel Data Records (PDR) System, COMDINST M1080.10 (Series) Privacy and Freedom of Information Acts Manual, COMDTINST M5260.2 (Series)</p> <p>4.07 <b>Counsel</b> member on policies and perform the procedures to resolve the following:</p> <ul style="list-style-type: none"> <li>A. Non-receipt of pay</li> <li>B. Lost or missing savings bonds</li> </ul> <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Pay Manual, COMDTINST M7220.29 (Series)</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	



RATING: Yeoman (YN)	INIT	DATE
<p>4.08 <b>Counsel</b> members on eligibility entitlements and procedures associated with the following allowances:</p> <ul style="list-style-type: none"> <li>A. Housing</li> <li>B. Subsistence</li> <li>C. Family Separation</li> <li>D. Cost of Living</li> </ul> <p>In accordance with:</p> <p>CG Pay Manual, COMDTINST M7220.29 (Series)  Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)  Joint Federal Travel Regulations (JFTR)</p> <p>5.01 <b>Counsel</b> members on eligibility entitlements and procedures associated with the following special pay entitlements:</p> <ul style="list-style-type: none"> <li>A. Career Sea Pay</li> <li>B. Career Sea Pay Premium</li> <li>C. Hostile Fire or Imminent Danger Pay</li> <li>D. Hardship Duty Pay for Location (HDP-Location)</li> <li>E. Special Duty Assignment Pay (SDAP)</li> </ul> <p>In accordance with:</p> <p>CG Pay Manual, COMDTINST M7220.29 (Series)  Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)  Special Duty Assignment Pay, COMDTINST T 1430.10 (Series)</p> <p>5.02 <b>Complete</b> the necessary documentation for the following:</p> <ul style="list-style-type: none"> <li>A. Unauthorized Absence</li> <li>B. Civil Arrest/Conviction</li> <li>C. NJP proceedings</li> </ul> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series)  Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)  CG Military Justice Manual, COMDTINST M5810.1 (Series)  CG Military Personnel Security Program Manual, COMDTINST M5520.12 (Series)</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: Yeoman (YN)		INIT	DATE
5.03	<p><b>Calculate</b> and counsel members on the following bonuses:</p> <p>A. Selective Reserve Enlisted Bonus B. Active Duty Reenlistment Bonus</p> <p>In accordance with:</p> <p>Reenlistment Bonus Programs Administration, COMDTINST 7220.33 (Series) CG Pay Manual, COMDTINST M7220.29 (Series) Selected Reserve (SELRES) Enlisted Bonus Programs, COMDTINST 7220.1 (Series)</p>		
5.04	<p><b>Counsel</b> member on eligibility, entitlements and procedures for obtaining the following Armed Forces Identification Cards:</p> <p>A. Active Duty B. Dependent C. Selective Reserve D. Retired</p> <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Personnel Manual, COMDTINST M1000.6 (Series)</p>		
5.05	<p><b>Calculate</b> deductible time for the following:</p> <p>A. Creditable Service B. Active Duty Base Date C. Pay Base Date D. Expiration of Enlistment E. Date of Rank F. Leave loss G. Leave balance H. Sea time</p> <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Personnel Manual, COMDTINST M1000.6 (Series) CG Pay Manual, COMDTINST M7220.29 (Series)</p>		
NAME (Last, First, Middle Initial)		SOCIAL SECURITY NO.	

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<p>6.01 <b>Counsel</b> member on policies and procedures and assist in the Preparation of a request for humanitarian assignment:</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series)</p> <p>6.02 <b>Counsel</b> member on policies and procedures associated with the following separations:</p> <p>A. Retirement B. Discharge C. RELAD</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series) Certificate of Release or Discharge from Active Duty, DD Form 214, Instruction for preparation and distribution, COMDTINST M1900.4 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p> <p>6.03 <b>Counsel</b> and assist member in preparing request for the following:</p> <p>A. Remission of Indebtedness B. Waiver of Indebtedness</p> <p>In accordance with:</p> <p>Personnel and Pay Procedure Manual, HRSICINST M1000.2 (Series) CG Pay Manual, COMDTINST M7220.29 (Series)</p> <p>6.04 <b>Counsel</b> members on eligibility, entitlements and procedures for the following pay entitlements:</p> <p>A. Aviation Career Incentive Pay (ACIP) B. Hazardous Duty Incentive Pay (HDIP) C. Flight Deck Hazardous Duty Incentive Pay (FDHDIP)</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p>		
<b>NAME</b> (Last, First, Middle Initial)	<b>SOCIAL SECURITY NO.</b>	

RATING Yeoman (YN)	INIT	DATE
<p><b>6.05 Counsel member on entitlement, recoupment, and election procedures for the Career Status Bonus (CSB)</b></p> <p>In accordance with:</p> <p>ALCOAST 190/01 CG Personnel Manual, COMDTINST M1000.6 (Series) CG Pay Manual, COMDTINST M7220.29 (Series)</p> <p><b>7.01 Counsel member and calculate Annuities and Premiums for the Survivor Benefit Plan (SBP)</b></p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p> <p><b>7.02 Prepare Administrative Discharge Recommendations</b></p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series) CG Reserve Policy Manual, COMDTINST M1001.28 (Series)</p> <p><b>B. Travel and Transportation</b></p> <p><b>4.01 Determine</b> eligibility, calculate and counsel members on the following PCS entitlements:</p> <ul style="list-style-type: none"> <li>A. Advance Pay</li> <li>B. Advance Pay and Allowances</li> <li>C. Dislocation Allowance (DLA)</li> <li>D. Temporary Lodging Expense (TLE)</li> <li>E. MALT and Per Diem</li> <li>F. Temporary Lodging Allowance (TLA)</li> </ul> <p>In accordance with:</p> <p>Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (Series) CG Pay Manual, COMDTINST M7220.29 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p>		
<b>NAME</b> (Last, First, Middle Initial)	<b>SOCIAL SECURITY NO.</b>	

RATING: Yeoman (YN)	INIT	DATE
<p>4.02 <b>Counsel</b> member on policies and procedures concerning types of travel orders, entitlements, and options for the following reserve orders:</p> <p>A. IDT single B. IDT multiple C. IDT Appropriate duty D. ADSW-AC E. ADSW-RC F. ADT</p> <p>In accordance with:</p> <p>Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (Series) CG Pay Manual, COMDTINST M7220.29 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Personnel Manual, COMDTINST M1000.6 (Series) CG Reserve Policy Manual, COMDTINST M1001.28 (Series)</p> <p>4.03 <b>Counsel</b> member on policies, procedures, entitlements, and options for TAD (TDY) orders, and prepare the same.</p> <p>In accordance with:</p> <p>Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (Series) CG Pay Manual, COMDTINST M7220.29 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Personnel Manual, COMDTINST M1000.6 (Series)</p> <p>4.04 <b>Demonstrate</b> the ability to Navigate CG Human Resources Management System (CGHRMS) panels/pages, then extract information from the "Airport Terminal" regarding TDY and PCS orders and forward it via e-mail or message traffic:</p> <p>In accordance with:</p> <p>Online CGHRMS documentation at HRS IC's web site.</p>		
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RATING: Yeoman (YN)	INIT	DATE
<p>5.01 <b>Counsel</b> member on policies and procedures concerning types of travel orders, entitlements, and options for the following:</p> <ul style="list-style-type: none"> <li>A. TEMDU/PCS</li> <li>B. PCS</li> <li>C. Class "A" School</li> </ul> <p>In accordance with:</p> <p>Joint Federal Travel Regulations (JFTR)  CG Supplement to the JFTR, COMDTINST M4600.17 (Series)  Policies and Procedures Concerning Travel Orders to Class "A" Schools of Less than 20 weeks, COMDTINST 4600.15 (Series)  CG Personnel Manual, COMDTINST M1000.6 (Series)  Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p> <p>6.01 <b>Counsel</b> member on policies and procedures associated with the following:</p> <ul style="list-style-type: none"> <li>A. Storage entitlements</li> <li>B. Self-Procured Method of Transportation</li> <li>C. Shipment of privately owned vehicle (POV)</li> <li>D. Unaccompanied baggage</li> <li>E. Household goods (HHG)</li> </ul> <p>In accordance with:</p> <p>Joint Federal Travel Regulations (JFTR)  Personnel Property Transportation Manual, COMDTINST M4050.6 (Series)  CG Supplement to the JFTR, COMDTINST M4600.17 (Series)</p>		
<b>NAME</b> (Last, First, Middle Initial)	<b>SOCIAL SECURITY NO.</b>	

RATING: Yeoman (YN)	INIT	DATE
<p><b>C. Administration</b></p> <p>4.01 <b>Prepare</b> the following correspondence:</p> <ul style="list-style-type: none"> <li>A. Coast Guard letter</li> <li>B. Business letter</li> <li>C. Rapidraft letter</li> <li>D. Memorandum</li> <li>E. Separate page endorsement</li> </ul> <p>In accordance with:</p> <p>Correspondence Manual, COMDTINST M5216.4 (Series)  Standard Subject Identification Codes (SSIC) Manual,  COMDTINST M5210.5 (Series)  Standard Distribution List, COMDTNOTE 5605  Correspondence Standards, COMDTINST 5216.17 (Series)</p> <p>4.02 <b>Maintain</b> a directives library to include the following:</p> <ul style="list-style-type: none"> <li>A. Enter changes to directives</li> <li>B. File directives</li> <li>C. Order directives</li> <li>D. Request allowance changes</li> </ul> <p>In accordance with:</p> <p>The Coast Guard Directives System, COMDTINST M5215.6 (Series)  Paperwork Management Manual, COMDTINST M5212.12 (Series)  Directives, Publications &amp; Reports Index (DPRI), COMDTNOTE 5600</p> <p>4.03 <b>Demonstrate</b> the ability to touch type a five-minute timed writing of at least 20 net words per minute, with no more than one error in accordance with:</p> <p>Enlisted Qualifications Manual, COMDTINST M1414.8 (Series)</p> <p>4.04 <b>Prepare</b> Administrative Remarks (CG-3307) in accordance with:</p> <p>Preparation and Submission of Administrative Remarks,  COMDTINST 1000.14 (Series)  <b>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)</b></p>		
<b>NAME</b> (Last, First, Middle Initial)	<b>SOCIAL SECURITY NO.</b>	

RATING: Yeoman (YN)	INIT	DATE
<p>5.01 <b>Maintain</b> unit correspondence files in accordance with:</p> <p>Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5 (Series)  Paperwork Management Manual, COMDTINST M5212.12 (Series)</p> <p>5.02 <b>Prepare</b> the following directives:</p> <p>A. Instruction  B. Notice</p> <p>In accordance with:</p> <p>The Coast Guard Directives System, COMDTINST M5215.6 (Series)  Standard Subject Identification Code (SSIC), COMDTINST M5210.5 (Series)</p> <p>7.01 <b>Counsel</b> members and assist in the preparation of the following applications:</p> <p>A. Personnel Records Review Board Request  B. Board of Correction for Military Records</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series)  Personnel Records Review Board, COMDTINST 1070.10 (Series)</p> <p>7.02 <b>Apply</b> the writing standards (short paragraphs, topic sentences, etc.) in the CG Correspondence Manual, COMDTINST M5216.4 (Series) to draft the following:</p> <p>A. Correspondence  B. Administrative Remarks (CG-3307)</p> <p>8.01 <b>Draft</b> the following using writing standards (short paragraphs, topic sentences, etc.) in the CG Correspondence Manual, COMDTINST M5216.4 (Series):</p> <p>A. Instructions  B. Notices</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	



RATING: Yeoman (YN)	INIT	DATE
<p>9.01 <b>Review</b> the YN Performance Qualifications for accuracy and applicability against current policies and procedures. Submit written recommendations for changes to the Yeoman Force Manager.</p> <p>(Note: If no changes are recommended, notification to the Force Manager is not needed).</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	